

**Legislative Report
FY 2007
Professional Development Team
Division of Child and Family Services**

New Employee Training

Employees new to the Division of Child and Family Services are required to complete their new employee training before assuming a caseload. New employees are also required to observe at least two experienced caseworkers on the job, for a period of time that depends on the experience they bring to their employment.

New Employee Data		
New Employee Training		
Statewide	Total Number New Employees	153
	Total Number Who Completed Training	142
	Percent Completed	93%
Northern Region	• Number New Employees	46
	• Number Who Completed Training	41
Salt Lake Valley Region	• Number New Employees	51
	• Number Who Completed Training	50
Eastern Region	• Number New Employees	18
	• Number Who Completed Training	18
Western Region	• Number New Employees	20
	• Number Who Completed Training	19 (1 quit)
Southwest Region	• Number New Employees	16
	• Number Who Completed Training	14 (two quit)

New Employee Shadowing		
Statewide	Total Number New Employees	153
	Total Number New Employees Shadowing	141
	Number of Experienced Caseworkers Shadowed per New Employee	Greater than 2
Northern Region	<ul style="list-style-type: none"> Number New Employees 	46
	<ul style="list-style-type: none"> Number New Employees Shadowing 	41 (2 quit, 3 status unknown)
	<ul style="list-style-type: none"> Number of employees shadowed 	5-17 per employee
	<ul style="list-style-type: none"> Number of shadowing experiences 	15-100 per employee
Salt Lake Valley Region	<ul style="list-style-type: none"> Number New Employees 	51
	<ul style="list-style-type: none"> Number New Employees Shadowing 	50 (1 individual was a rehire)
	<ul style="list-style-type: none"> Number of employees shadowed 	3-75 per employee
	<ul style="list-style-type: none"> Number of shadowing experiences 	5-250 per employee
Eastern Region	<ul style="list-style-type: none"> Number New Employees 	18
	<ul style="list-style-type: none"> Number New Employees Shadowing 	18
	<ul style="list-style-type: none"> Number of employees shadowed 	3-8 per employee
	<ul style="list-style-type: none"> Number of shadowing experiences 	9-13 per employee
Western Region	<ul style="list-style-type: none"> Number New Employees 	20
	<ul style="list-style-type: none"> Number New Employees Shadowing 	18 (1 quit, 1 shadowed in another region)
	<ul style="list-style-type: none"> Number of employees shadowed 	Greater than 2 per employee
	<ul style="list-style-type: none"> Number of shadowing experiences 	Multiple per employee
Southwest Region	<ul style="list-style-type: none"> Number New Employees 	18
	<ul style="list-style-type: none"> Number New Employees Shadowing 	14 (2 quit, 2 were support staff)
	<ul style="list-style-type: none"> Number of employees shadowed 	2-10 per employee
	<ul style="list-style-type: none"> Number of shadowing experiences 	10-50 per employee

In-service Training

Attendance at multiple trainings is required of all in-service employees each year. These trainings may be required by state or federal statute or determined to be necessary to maintain a skill and knowledge level for competent casework. The table below provides a list of those trainings and the percentage of caseworkers attending overall.

In-service training provides employees with an opportunity to improve skills in casework, use of SAFE, and enhancement within their program area. Online training is also available to provide employees the opportunity to acquire training more easily within a flexible schedule.

In-service Training Data		
Statewide	Total Number Employees	644
	Percent Completed for all In-service trainings	95%

List of Trainings Required for In-Service Employees	
1	Online Substance Abuse Foundation Training: All Employees
2	Child Interviewing: CPS In-service Training
3	Supervisor Training: Performance Management
4	Supervisor Training: Limelight Training
5	Supervisor Conference
6	Child and Family Plan Classroom Training: All Employees
7	Child and Family Plan Online Training: All Employees
8	Regional Child Welfare Institutes
9	Additional Trainings offered regionally